



# Manager's Report

*For Council Meeting 3/28/01*

## FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
American Tourister Factory Outlet	241 Ft Evans Rd NE	Retail – Luggage
Budget Cuts (new owner)	302-C Industrial Ct SE	Hair Salon
Cummings & Son Painting	503 Valley View DR SW	Painting
Dylan's Cleaning Service	321 Roanoke Dr SE	Cleaning
Enchandia Enterprises	208 Paddock Ct NE	Internet Retail
Gross, Michael R	103 English Ct SW	General Contracting
Guardian Self Storage	904 Trailview Blvd SE	Self Storage Facility
Haefner PHD PC, Paul T	201 S King St SW	Psychotherapy
Home and Garden Party	512 North St NE	Direct Seller
Itemspex Inc	102 Haversack Ct NE	Data Warehousing
Leesburg Pawn (new owner)	940-E Edwards Ferry Rd NE	Pawn Shop
Leesburg Self Storage LLC	847 Trailview Blvd SE	Self Storage Facility
Lisa Hackett's Day Care	103 Stone Ct NE	Child Care
M B H Settlement Group LC	508 E Market St	Real Estate Settlement Co
M T V Enterprises LLC	608 S King St #300	Airplane Rental
Martinez, Yancy	1254 Barksdale Dr NE	Immigration Consultant
My Jeweler	220 Mayfair Dr NE	Jeweler
New Edge Capital Management	716 Randi Dr SE #100	Financial Services
Petco #1701	200 Ft Evans Rd NE	Retail – Pet Shop
Sheila Marie	845 Tall Oaks Sq SE	Entertainer
Smith, Debra A	110 W Market St	Hair Salon
We Get Around Movers	211 Davis Ave SW	Moving
Williamson Lawnsapes	75 Plaza St I101 NE	Lawn Mowing/Landscaping

**PERSONNEL**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

**HIRES AND FIRES, March 8 through March 21, 2001****NEW HIRES:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Nagi Elsewaissi	Contracts Administrator	Engineering and Public Works
Andrew Shadwick	Meter Technician	Utilities/Finance
Benjamin Morrell	Groundskeeper	Parks and Recreation
Robert Sharp	Airport Maintenance Tech	Airport
Jacqueline Seipel	Admin. Secretary, Airport	Airport

**TERMINATIONS:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
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None

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period March 6, 2001- March 20, 2001**

- Hampton Inn P/F Development Plan (Pending Acceptance)
- Heritage High School
- Loudoun County Courts
- Potomac Station Section 8
- Meadow Glen Landscape Plan
- Potomac Crossing 2E, Deed
- Potomac Station Retail
- Airport Commerce Park
- 11, 15, & 17 Royal Street
- Tavistock Section 17
- Edwards Landing Phase 2A
- Stratford/Ryland Hope Parkway
- Georgetown Mews
- Stratford West Sanitary Sewer
- Potomac Crossing Section 9

**Plans reviewed during the period March 6, 2001- March 20, 2001**

- Royal Street Parking Lot
- Edwards Landing Battlefield Parkway
- Potomac Section 8C Final Plat
- Potomac Station Section 8A
- ZM-58 Richlynn Proffer Conditions
- Potomac Crossing Battlefield Parkway Frontage Improvements
- Battlefield Shopping Center Restaurant
- Stowers Section 2
- Greenway Farm Parcel A1-A2
- Sycolin Road Preliminary Plan
- Heritage High School
- Leesburg Shopping Plaza
- Potomac Crossing Battlefield Parkway Road Improvements

**ZONING PERMITS ISSUED 01-121 TO 01-254****New Construction Residential**

Potomac Station - 3 SFD @ \$105,000  
Woodlea Manor - 1 SFD @ \$100,000  
Kincaid Forest – 9 SFD @ \$100,000  
Potomac Crossing – 2 SFD @ 105,000  
Beauregard Heights – 1 SFD @125,000

**New Construction Commercial**

No New Construction

**Occupancy Permits Residential**

Stratford – 2 SFD  
Sycamore Hill – 1 SFA  
Kincaid Forest – 1 SFD  
Tavistock Farms- 3 SFD  
Potomac Station- 7 SFD  
Woodlea Manor- 2 SFD  
Potomac Crossing – 1 SFD  
Beauregard Estates – 2 SFD

**Occupancy Permits Commercial**

250 Fort Evans Road, NE A&B  
250 Fort Evans Road, NE  
847 Trailview Boulevard, Building A-2  
904 Trailview Boulevard, Building 1&2  
904 Trailview Boulevard, Building 3  
904 Trailview Boulevard, Building 4

**Occupancy Permits Commercial**

904 Trailview Boulevard, Building 5  
904 Trailview Boulevard, Building 6  
904 Trailview Boulevard, Building 7  
904 Trailview Boulevard, Building A  
904 Trailview Boulevard, Building B  
14 Cardinal Park Drive  
241 Fort Evans Road, NE, Suite 1313

**UTILITIES****Water Supply Division****Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following major operations:

- Conducting mechanical and electrical operations.
- Performing painting and special coating applications.
- Installing cabinets, floor tile, etc... in preparation for temporary laboratory relocation.
- Control system equipment calibrations are in progress,
- Filter block and media have been installed at new filter.

**WTP Expansion Project Status**

Dollar value complete 88% Time Elapsed 114%

The contractor continues to be approximately 120 days behind schedule.

Project substantial completion date was December 28, 2000. No time extension has been agreed upon, therefore, liquidated damages are being held at a rate of \$1,000.00 per day.

### **Water Pollution Control Division**

#### **Capital Projects**

##### **Biological Nutrient Removal Upgrade (BNR)**

- Construction is 85% complete, construction cost to date is \$4,760,957.
- Milestone completion was awarded on March 5, 2001, which was 72 days behind the extended Milestone Delivery Date resulting in \$46,000. in liquidated damages to be assessed at the end of construction. Final completion is approximately 30 days behind the extended date of July 22, 2001.
- Grant Funds received to date: \$5,335,580 with an approved balance of \$1,142,154 and approximately \$120,000 in additional grant eligible costs, which will be requested under grant modification number 3 at the completions of the BNR and BMU projects.

##### **Biosolids Management Upgrade (BMU)**

- Construction value is 50% complete. Construction cost to date is \$4,645,421.
- Construction is on schedule to meet the extended completion date of September 14, 2001.
- Loan funds received to date: \$7,698,013.

**PERSONNEL VACANCIES****TOWN OF LEESBURG**  
Positions being Recruited as of March 21, 2001

Department	Position Title	Date of Vacancy	Ad Placed	Apps Received	Prelim Interview	Final Interview	Offered	Rejected	Accepted
Executive	1 Management Intern	07/01/2001	✓	✓	✓	✓			
Econ Development	1 Administrative Secretary	03/09/2001							
Eng & PW	1 Asst Bldgs Supt	01/24/2001	✓	✓					
	1 Engineer I - Spec Proj	01/24/2001	✓	✓					
	1 Engineer I - Traffic	01/24/2001	✓	✓					
	1 Construction Inspector	02/09/2001	✓	✓	✓	✓			
	1 Maintenance Worker I	02/16/2001	✓	✓					
	1 Maintenance Worker I	02/28/2001	✓	✓					
Planning & Zoning	1 Zoning Inspector	01/24/2001	✓	✓					
	1 Secretary	03/26/2001							
Utility Lines	1 Construction Inspector	01/24/2001	✓	✓					
Airport	1 Director	01/10/2001	✓	✓	✓	✓			
<b>GRAND TOTAL</b>		<b>12</b>							

R. S. Noe

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